The information in the blue bubbles includes instructions and sample wording. You should change this information to suit your situation.

This might be an individual or someone who represents a company. For example, you might write to a manager or director at your workplace or at the company you have a dispute with.
If you don't know the other party's address, you can indicate how you are sending the letter for them. For example: "Sent by email - j.doe@company.com". If the other party is a company and you don't know their address, you can look it up on their website or with the NS Registry of Joint Stock Companies.

[Your name]
[Your address]

[Date]

[Employer's name]
[Employer's address]

RE: Written statement

To whom it may concern,

I am writing this witness statement to provide information regarding incidents of sexual harassment that I witnessed in the workplace. It is important for me to come forward with this information to ensure that the appropriate actions are taken and to support those impacted.

You will want to identify yourself, and your connection to the receiver (your employer). You will also want to identify the length of time that you have been in the working relationship with your workplace, and the persons involved.

My name is [Your Name], and I am currently employed at [Company Name] in the position of [Your Position]. I have been employed with [Company Name] since [date]. I have been a colleague of [Survivor's Name] and worked with them in [Department/Team].

In this paragraph, describe the inappropriate behaviour. Provide specific dates and examples. If it is a lengthy list of inappropriate behaviour, pick a few and advise that you can provide a timeline upon request.

[Paragraph: examples of inappropriate behaviour]

In the next paragraph (or section), you will want to describe the negative impact on your well being, and on the other person. You may wish to describe any behaviour changes in this person, or any of the other persons involved. If you feel that there are direct impacts on the work environment or morale, you may wish to describe these here as well.

[Paragraph/section: Impact on person, behavioour changes and impacts on the work enviornment]

I appreciate your prompt attention and look forward to a swift and appropriate resolution. I look forward to discussing these issues and cooperating with you regarding any future action.

Sincerely,

[Your Name]
[Your Contact Information]

If there are any documents that you would like to attach, it is best to list them by file name at the end of the letter.

[Attachments]